

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Wednesday, November 18, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Supervisors Patty Hoeft, Jack Krueger, Tom Lund, Tony Theisen, Andy Williams.
Excused:
Also Present: Rob Collins, Bill Dowell, Bob Heimann, Tom Hinz, Rebecca Lindner, John Luetscher, John Machnik, Jayme Sellen, Lynn VandenLangenberg.
Supervisors Carole Andrews and Jesse Brunette.
Other Interested Parties.

I. Call to Order:

The meeting was called to order by Chair Lund at 5:30 p.m.

II. Approve/Modify Agenda:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/Modify Minutes of October 15, 2009:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. Review of Minutes

a. Housing Authority (10/19/09):

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

(Supervisor Williams arrived at 5:32 p.m.)

Communications

2. Communication from Supervisor Lund to refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club. (Referred from October County Board.)

Debbie Klarkowski, Human Resources Director, informed the Committee that Human Resources Department is looking at revamping the current program. Discussion occurred concerning some possibilities. Supervisor Williams and Chair Lund emphasized that the purpose would be improved health of employees and not specifying how that is achieved.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO HOLD FOR 60 DAYS. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. Communication from Supervisor Brunette re: for the County to include a small voluntary survey on its website to judge the websites effectiveness and use the feedback to improve service. (Referred from October County Board.)

Supervisor Brunette said Bob Heimann, Information Services Director, has done some

research on this. Mr. Heimann presented a handout (copy attached) with a suggested survey. Several possibilities were discussed.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO HAVE STAFF LOOK INTO THIS AND COME BACK WITH OPTIONS. Vote taken. MOTION CARRIED UNANIMOUSLY.

(Items No. 4 and No. 5 were taken together.)

4. **Communication from Supervisor Andrews to request a monthly report (update) on the state of the budget for the entire County, with areas pointed out that are beginning to show difficulty. (Held for one month.)**
5. **Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets. (Held for one month.)**

Lynn VandenLangenberg, Administration Director, distributed memo (copy attached) and explained the controls in the new computer financial system.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE THE NEW PROCESS. Vote taken. MOTION CARRIED UNANIMOUSLY.

Human Resources

6. **Budget Status Financial Report for September 30, 2009:**

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. **Human Resources Activity Report for October 2009:**

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

- a. **Approval of two HR Analysis Roles:**

Ms. Klarkowski submitted a memo (copy attached) and explained this request. She stated that the request is now for only one HR Analyst and that the position is currently in the budget with no fiscal impact. When asked by Supervisor Williams, Ms. Klarkowski reported that the Analyst position's annual salary is \$48,500; and the Benefits Program Coordinator would be between \$43,000 and \$44,000.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Facility & Park Management

8. **Budget Status Financial Report for September 30, 2009:**

Bill Dowell, Facility Management Director, reviewed the report with the Committee. He added that there are three major projects that will probably be carried over: (1) the roof project; (2) security camera system upgrade for Sophie Beaumont and the Northern Building; and (3) renovation of the County Clerk's area.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. **Director's Report:**

Mr. Dowell reported that at the CTC there were three employees who worked over 12 hours. He said this is an ongoing issue. Supervisor Krueger suggested cross-training employees along with LEAN training. Mr. Dowell said he has been trying to make this work with the two different unions.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Dept. of Administration

10. **2009 Budget Transfer Log:**

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. **Grant Application Approval Log for November 2009:**

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. **Administration - Budget Status Financial Report for September 30, 2009:**

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. **Information Services - Budget Status Financial Report for September 30, 2009:**

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

(Items No. 14 and 14a taken together.)

14. **Director's Report:**

a. **County Financial Report (handouts to be provided):**

Ms. VandenLangenberg presented and reviewed a handout (copy attached). She said she would present this report monthly from March-December and asked for comments from the Committee.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Corporation Counsel

15. **Budget Status Financial Report for September 30, 2009:**

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

- a. **Request to fill Administrative Secretary position at Corporation Counsel office:**
John Luetscher stated that this is a budgeted position and explained the need for this position by outlining the duties of personnel. He introduced two attorneys from Corporation Counsel (Rob Collins and Rebecca Lindner) and said with four attorneys, one support staff person is not enough.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

County Clerk

16. **Budget Status Financial Report for September 30, 2009:**

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Child Support Agency – No agenda items.

Treasurer – No agenda items.

Register of Deeds – No agenda items.

Other

17. **Audit of bills:**

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO PAY THE BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.

18. **Such other matters as authorized by law: None.**

MOTION MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO ADJOURN AT 6:17 P.M. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary



BROWN COUNTY HOME PAGE

FAQ

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COUNTY BOARD/COMMITTEES

H1N1 Targeted Clinics - November 12th, 13th & 14th: Click here for details...

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SERVICES

DEPARTMENTS

MUNICIPALITIES

FORMS & DOCUMENTS

MINUTES & AGENDAS

NEWS & ANNOUNCEMENTS

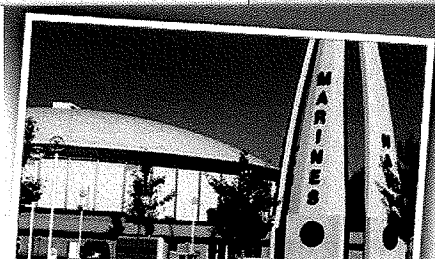
COUNTY CALENDAR

LINKS

Welcome to Brown County, WI.

The mission of Brown County government is to provide our citizens with a high level of responsible and efficient public services that support the health and well being of our residents.

Working in county government requires a committed way of life, one which is dedicated to continually seeking ways to improve the services we provide to our community.



Did you know . . .



BROWN COUNTY MAP



The Brown County Public Safety Communications team answers 400,000 emergency and non-emergency calls a year, and manages 200,000 dispatch-able incidents a year for 42 Police, Fire and EMS agencies.

[Click here to learn more about the 911 Communications Center](#)

NEWS & ANNOUNCEMENTS

EVENTS CALENDAR

County Executive
Tom Hinz

Welcome to Brown County. I hope you find this website informative and user-friendly. As County Executive, I am extremely proud of the services we provide and the quality of life we enjoy. Please take the time to browse our website and don't hesitate to contact us if we can be of any assistance

Quick Links

- 2010 HEALTH BENEFIT
1. [OPTIONS FOR CURRENT EMPLOYEES](#)
2. [AIRLINE & FLIGHT INFORMATION](#)
3. [BROWN COUNTY LIBRARY](#)
4. [BROWN COUNTY PARK AREAS](#)
5. [CIRCUIT COURT RECORDS](#)
6. [COUNTY CODE OF ORDINANCES](#)
7. [MAPS, GIS & OTHER LAND RELATED PRODUCTS](#)
8. [MARRIAGE LICENSES](#)
9. [PRESCRIPTION DRUG COLLECTION PROGRAM](#)
10. [PROPERTY SEARCH](#)
11. [SHERIFF SALES](#)
12. [VENDOR & PURCHASING INFORMATION](#)

BROWN COUNTY FAMILY OF SITES

BROWN COUNTY HOME

NEW ZOO

HEVILLE PUBLIC MUSEUM

BROWN COUNTY PORT



Welcome to Brown County, WI

BROWN COUNTY HOME PAGE

SEARCH DEPARTMENT

GO

Information Services

H1N1 Targeted Clinics - November 12th, 13th & 14th: Click here for details...

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General Information

Agendas

Resources

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- Survey
- Contact Us

Administration

Back To All Departments

Departments » Information Services

Select a Brown County Department

Survey

Website Feedback

Brown County has recently updated this website in an effort to provide more information in an easy to find format for our visitors. Please take a moment to complete a short survey to let us know how effective our website was for you and please offer suggestions for future enhancements. Thank you for your time...

Are you a resident of Brown County?

Please rate how well you like the overall design of the Brown County website, with 10 being the highest.

Please rate the ease of using the Brown County website, with 10 being extremely easy to use.

Tell us what you were looking for on the Brown County website (click all that apply).

- ☐ Office or Service location, hours or directions
- ☐ A particular office or service
- ☐ A form or other procedural instruction
- ☐ Employment opportunities
- ☐ Meeting agenda or minutes
- ☐ GIS or property information
- ☐ Fees for a particular service
- ☐ Other

If your website visit involved "other" information above, please tell us what you were looking for.

Did your visit to the Brown County website today save you a visit or phone call to one of our offices?

How quickly did you find the information you were looking for?

How often do you visit the Brown County website?

Would you be interested in participating in a newsletter notification or email regarding certain topics like job openings, health clinics, community events, and the like?

If you are interested in an email or newsletter notification, please tell us what topics would be of interest to you.

Please tell us what we could do to improve this site.

Other Comments:

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

November 18, 2009

TO: Administration Committee

FROM: Lynn A. Vanden Langenberg, Director of Administration
Carole Andrews, County Board Supervisor

SUBJECT: Process to Communicate the Need for Budget Adjustments for Shortfalls

As a result of the discussion of the 2008 budget shortfalls requiring a transfer from the General Fund, the procedure below will be implemented and followed from this point forward:

Departments will continue to provide a monthly financial report to their standing committee.

Administration will provide a county-wide financial report to the Administration Committee. The 1st quarter will be reported in April, and then monthly for each subsequent month.

The departments that have an interim deficit that appears to be carried throughout the remainder of the year will have additional reporting. This reporting will include:

- 1. written justification of the additional need,*
- 2. 3-year history of department financial report,*
- 3. available funds (grants, fund balance),*
- 4. fund balance remaining.*

The deficit will be reviewed by the Administration Department, with a request from the General Fund as the last resort of funding the deficits.

(NOTE: The financial system does control the costs posted against the approved budget. Revenue will be compared to budget as part of Administration's monthly review, however the system will not stop expense transactions if revenue is not collected.)

If a department does not have the estimated revenues or an emergency purchase is needed, the budget adjustment request may be submitted after the need. Otherwise, the budget adjustment will be made prior to over-extending the approved budget.

In addition to the county-wide financial report, periodically additional items will be reported. For example, a summary of the General Fund's fund balance, as well as other fund balances, will be reported at least two times each year.



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Other special reporting may include Capital Projects; Internal Service Funds (IS, Copy Center, Departmental Copiers, Mail Room, Health & Dental Insurance, Auto & Liability Insurance, Worker Compensation Insurance, Short-term Disability); Room Tax; and Enterprise Funds.

As always, if you have comments to improve the reporting or have ideas for additional reporting, please feel free to contact either of us.

cc: Tom Hinz, County Executive

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski

DATE: November 16, 2009

RE: Request To Fill Vacancy: Human Resources Analyst

A Human Resources Analyst position has been vacant since the 2nd quarter of 2009. The position was held open to allow the department to explore alternatives before filling the vacancy. During this period of time, the Benefits Program Coordinator, in addition to performing the duties of managing the county's leave programs, assumed some duties of the vacant Analyst role. After careful review, the decision was made to eliminate the Benefits Program Coordinator position during the 2010 budget process with the expectation that the duties of processing employee leaves would be absorbed by other positions, thus creating efficiencies within the department and allowing the vacant Analyst role to be filled.

Currently, the Human Resources Department has one fulltime Senior Analyst position responsible for performing Analyst duties, supervising the support staff, and supporting negotiation research and analysis. The department currently has one fulltime Analyst, responsible for providing specific guidance and support to department heads and managers on labor contract administration, recruitment/selection activities, staffing level analysis, investigations, classification and compensation studies and corrective action.

Filling the vacant Analyst role will provide additional and timely support to departments in performance management, staffing level analysis, LEAN initiatives, and contract interpretation. Human Resources is requesting to fill one fulltime vacant Human Resources Analyst position. This position is currently budgeted for in the table of organization and would have no fiscal impact.

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

November 18, 2009

TO: Administration Committee

FROM: Lynn A. Vanden Langenberg, Director of Administration

SUBJECT: September 2009 Property Tax Levy Financial Report

Attached is the county-wide financial report for those departments with property tax levy. The report is sorted by the standing committee reporting line. The Organizational Efficiency transfer from Health Insurance (Fringe Benefits) to the General Government was not recorded until October. Additional adjustments are described below.

Administration Committee

All departments are within budget.

Human Resources – at year-end casual day payouts are reimbursed to the departments.

General Government – Shared Revenue funds are received in November.

Debt Service – 2nd installment of interest payments are made October 31.

Debt Service – Principal payments are made on October 31.

Ed & Rec Committee

All departments are within budget.

Library – property tax levy (if a balance remains at year-end) is retained by the Library.

Health & Human Services Committee

Community Programs and Community Treatment Center are both over budget. An estimate to the revenue has been made for Community Programs as the revenue was not recorded when the September general ledger was closed. I will continue to work with Community Programs to resolve this issue. At year-end, if these departments are overspent, the balance will be covered by their fund balance.

PD&T Committee

Register of Deeds revenue is lower than expected due to the weak housing market.

Highway financials indicate an over-budget, however the project billing is not reported monthly, but at interim billing cycles per the contract agreements.

Public Safety Committee

All departments are currently within budget.



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Circuit Courts – all State revenue has been recorded, which will cause a shortfall with no additional funds to cover the last three months of expenditures. This shortfall will be covered with a budget adjustment between the Clerk of Courts' budget and Circuit Courts. The Clerk of Courts' budget has additional revenue collections. These two budgets are reviewed in total, per the Court System and action by the County Board.

If you have any specific questions regarding this information, please feel free to contact my office at 448-4035.

cc: Tom Hinz, County Executive

Brown County
Financial Statement Results
Property Tax Levy (Over) Under Approved Amount
As of 9/30/2009

Department	Total		Property Tax			Comments
	2009 Levy	Prorated Budget	Actual Need	Commitment	Org. Efficiency	
Corporation Counsel	\$ 266,268	\$ 199,701	\$ 190,569			Under = savings
Clerk	\$ 399,916	\$ 299,937	\$ 194,747			
Administration	\$ 1,406,312	\$ 1,054,734	\$ 897,903	\$ 20,000		
Facilities	\$ 3,314,499	\$ 2,485,874	\$ 2,072,908	\$ 25,000		
Human Resources	\$ 1,643,125	\$ 1,232,344	\$ 604,345	\$ 40,000		
Treasurer expenses	\$ 655,907	\$ 491,930	\$ 395,251	\$ 10,000		Year end entries
Treasurer Investment Income	\$ (4,069,300)	\$ (3,051,975)	\$ (2,950,119)			96,679
General Government	\$ (13,675,670)	\$ (12,043,302)	\$ (6,964,489)	\$ (3,914,131)	\$ (1,365,000)	Treasurer's net -\$5,177
Child Support	\$ 436,792	\$ 327,594	\$ 106,690			200,318
Debt Service	\$ 3,430,900	\$ 3,430,900	\$ 1,894,094	\$ 1,532,610	\$ 25,000	Shared revenue income
Debt Service Principal	\$ 7,528,000	\$ 7,528,000	\$ -	\$ 7,503,000		Stimulus funds have specific purpose
Administration Committee Sub-total	\$ 1,336,749	\$ 1,955,737	\$ (3,558,101)	\$ 5,612,485	\$ (1,245,000)	Apply fund balance of \$250,000 per budget
Library	\$ 6,735,869	\$ 5,051,902	\$ 4,952,591	\$ 99,311		Due 11/1/2009
Museum	\$ 1,076,857	\$ 807,643	\$ 724,944			Library retains property tax levy in total
Parks	\$ 1,412,338	\$ 1,059,254	\$ 925,912	\$ -	\$ 30,000	
Veterans Services	\$ 437,723	\$ 328,292	\$ 288,223		\$ 10,000	
Ed & Rec Committee Sub-total	\$ 9,662,787	\$ 7,247,090	\$ 6,891,670	\$ 99,311	\$ 50,000	
Board of Supervisors	\$ 758,386	\$ 568,790	\$ 509,310			
Executive	\$ 346,714	\$ 260,036	\$ 253,868			
Executive Committee Sub-total	\$ 1,105,100	\$ 828,825	\$ 763,178	\$ -	\$ -	
Community Programs	\$ 19,575,129	\$ 14,681,347	\$ 27,060,036	\$ (11,224,027)	\$ 300,000	Working with Comm Programs on updated revenue
Community Treatment Center	\$ 3,186,247	\$ 2,389,685	\$ 3,469,869		\$ 200,000	
Health	\$ 2,107,185	\$ 1,580,389	\$ 1,642,414		\$ 35,000	
Aging & Disability	\$ 1,068,354	\$ 801,266	\$ 801,266			Apply prior year grant income
Syble Hopp	\$ 3,031,759	\$ 2,273,819	\$ 1,952,798			0
Human Services Committee Sub-total	\$ 28,968,674	\$ 21,726,506	\$ 34,926,383	\$ (11,438,294)	\$ 535,000	Remaining balance is applied to negative fund balance
Land & Water Conservation	\$ 551,099	\$ 413,324	\$ 341,409			
Planning, Prop Listing, Zoning	\$ 882,422	\$ 661,817	\$ 602,913	\$ 30,000		
Register of Deeds	\$ (408,024)	\$ (306,018)	\$ (275,627)			
UW - Extension	\$ 463,240	\$ 347,430	\$ 297,580			
Highway	\$ 1,588,840	\$ 1,191,630	\$ 1,375,284			
Highway County Roads & Bridges	\$ 714,967	\$ 536,225	\$ 526,669			
PD&T Sub-total	\$ 3,792,544	\$ 2,844,408	\$ 2,868,228	\$ -	\$ 60,000	Billings to Capital Projects & State projects
Circuit Courts	\$ 2,829,536	\$ 2,122,152	\$ 1,935,684			
Clerk of Courts	\$ 567,198	\$ 425,399	\$ 227,052			
Public Safety Communications	\$ 5,337,781	\$ 4,003,336	\$ 3,759,967	\$ -	\$ 100,000	All State revenue is rec'd; budget amendment pending
Medical Examiner	\$ 322,950	\$ 242,213	\$ 204,499			
District Attorney	\$ 1,257,575	\$ 943,181	\$ 914,279			
Sheriff	\$ 26,944,517	\$ 20,208,388	\$ 19,029,325			
Public Safety Committee Sub-total	\$ 37,259,557	\$ 27,944,668	\$ 26,070,806	\$ -	\$ 575,000	
TOTALS	\$ 82,125,411	\$ 62,547,234	\$ 67,962,164	\$ (5,726,498)	\$ (25,000)	\$ 336,569